

PLANNING AND REPORTING REQUIREMENTS: TRIBAL COLLEGES ENDOWMENT FUNDS¹

Planning Document (1-2 pages) (see following form)

Include:

- description of how the funds will be used;
- justification of how expenditure supports institution's Land-Grant mission;
- time line for work completion;
- budget = announced FY06 distribution + any carryover monies for your institution;
- key personnel involved in performing the work.

This is a change from previous instructions in which the Tribal Colleges were asked to submit planning documents based on the next year's distribution. This new process will allow the Tribal Colleges to develop plans based on the announced Endowment awards.

Annual Technical/Progress Report

Include:

- Institution's name;
- Reporting person's name;
- One paragraph identifying accomplishments;
- List of known objectives still to be met;
- Photographs, if available, to help tell the story of your accomplishments.

Financial Status Report (SF-269)

- Blank SF-269 forms can be downloaded from
http://www.whitehouse.gov/omb/grants/grants_forms.html
- Complete the report per instructions on back of the SF-269.

Submit Planning Document and Annual Technical/Progress Report to: Dr. P.S. Benepal USDA/CSREES/Multicultural Alliances STOP 2250 1400 Independence Ave., SW Washington, DC 20250-2250 Due by September 30, 2006	Submit Financial Status Report (Standard Form 269) to: Funds Management Section Office of Extramural Programs CSREES, USDA STOP 2298 1400 Independence Ave., SW Washington, DC 20250-2298 Due by December 31, 2006
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¹The reports are necessary for CSREES to carry out its oversight and accountability responsibilities and to keep Congress informed of progress and accomplishments being made using the Endowment funds.

